

**Headquarters  
The Virginia Defense Force  
500 Dove Street  
Richmond, Virginia**

**VDF Regulation 624-1**

**01 September 2009**

**History.** This publication is a major revision of VDF personnel promotions policy and supersedes the provisions of VDF Regulation 600-10, chapter 3.

**Summary.** This revision updates the policy and procedures for promotions of personnel in the Virginia Defense Force.

**Proponent and exception authority.** The proponent of this regulation is the Assistant Chief of Staff, G-1. The Adjutant General of Virginia has the authority to approve exceptions or waivers to this regulation. The Commanding General of the VDF has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The Commanding General may delegate this approval authority, in writing, to such officers and levels of command as he deems necessary. Units may request a waiver of the provisions of this regulation IAW the provisions of section 1-6a., below, and in every case such request shall provide justification that includes a full analysis of the expected benefits which would inure to the VDF by granting such request.

**Supplementation.** The requirements and standards of this regulation are the basic promotion requirements for the division and apply throughout the division. Supplementation of this promotion requirements and standards of this regulation and the establishment of command and local forms are prohibited without prior approval from the Assistant Chief of Staff, G-1. Commands wishing to supplement the promotion criteria contained in this regulation to provide for additional criteria for personnel within their command, only, may do so but only with the written approval of the Assistant Chief of Staff, G-3, and upon receipt of written authority from the G-1 to implement the same.

**Official: FOR THE COMMANDING GENERAL, VDF:**



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**PERSONNEL PROMOTIONS**

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**PERSONNEL PROMOTIONS**

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**PERSONNEL PROMOTIONS**

**Chapter 1: Introduction**

**Section I: General**

**1-1. Purpose**

This regulation prescribes policy, eligibility requirements, and administrative procedures for the promotion of personnel in the Virginia Defense Force (VDF).

**1-2. References.**

- a. Code of Virginia Title 44: Military Laws of Virginia.
- b. Permanent Order 1-1 (VaDF) TAG, VA 1 March 1988.

**1-3. Definitions.**

Unless otherwise defined herein, the following terms used in this regulation mean the following:

“BOQC”: the Virginia Defense Force Basic Officer Qualification Course, as amended from time to time.

“Commanding General”: the Commanding General of the Virginia Defense Force.

“MEL”: military education level.

“TIG”: time in grade.

“TIS”: time in service.

**1-4. Responsibilities.**

- a. The Assistant Chief of Staff, G-1 will establish personnel policies relating to personnel promotions and will conduct and supervise all prescribed personnel administrative functions. All such policies shall be in writing, shall specifically refer to this regulation, and shall be attached to and become a part of this regulation at the time such policies are published.
- b. Requests to division Headquarters for promotion action by it shall be sent to the Assistant Chief of Staff, G-1. Such requests must be supported by properly prepared and completed original copies of the following documents:

- (1) VDF Form 3R (Personnel Action Request).
  - (2) Personnel Evaluation Report VDF Form PE, Annex "S" to VDF Reg. 600-10.
  - (3) Certification of promotion eligibility signed by the candidate's brigade (or equivalent) commander, which will attest that all training, military education level ("MEL"), and attendance requirements for promotion have been met. Such certification shall be made using the *Commander's Certification of Promotion Eligibility* form which is attached as Annex X to this regulation, as such form may be amended from time to time and is in force on the date of such certification.
  - (4) Letter recommending such promotion signed by the candidate's brigade (or equivalent) commander and CSM (for enlisted promotions to grades of E-6 & above).
- c. Reports to division Headquarters of promotions by brigades and subordinate units shall be made by forwarding a copy of the promotion order and of the properly completed *Commander's Certification of Promotion Eligibility* to the Assistant Chief of Staff, G-1.
- d. The Staff Judge Advocate (SJA), upon request, will review VDF administrative changes to verify the legality of prescribed policies and changes.
- e. VDF commands will process all promotion actions in accordance with this regulation.
- (1) The Assistant Chief of Staff, G-1, will return incomplete or improperly prepared requests for promotion action to the submitting command without action.
  - (2) Reports of promotions by subordinate commands which are incorrect or incomplete will be returned to the reporting subordinate command for correction and completion. In each instance, such purported promotion action will not be recognized by division headquarters and no corresponding changes to the personnel records of division headquarters will be made until the corrected and completed report of such promotion has been received in the office of the G-1.

#### **1-5. Documentation.**

- a. The original of the signed *Commander's Certification of Promotion Eligibility* shall be forwarded to division headquarters with each request for promotion action by division headquarters and with each report of promotion action by the subordinate command. Copies of such *Certification* shall be kept in the Military Personnel Records Jacket ("201" File") of the concerned individual.
- b. "GO/NO GO" scorecards for use in determining whether or not a candidate has satisfactorily completed the criteria for promotion are attached to this regulation. Copies of such scorecards shall be kept in the 201 File of the concerned individual and need not be forwarded to division headquarters unless the same is specifically requested.

## **1-6. Waivers.**

- a. Where this regulation authorizes waivers of any of its requirements by the Commanding General, requests for waivers shall be in writing, endorsed at each step of the chain of command through the brigade or equivalent level commander and submitted to the Commanding General for review and action. Such waivers may be granted by the Commanding General only under exceptional circumstances. Each request will contain a statement, endorsed and signed by the candidate's brigade or equivalent level commander, setting forth the reasons for the request and shall specify all reasons why the requirement should be waived and why a waiver would promote the best interests of the VDF.
- b. Waivers by the Commanding General of completion of 100% of the TIG requirements may be granted only under exceptional circumstances and -- except as is otherwise specifically set forth in this regulation -- only for those promotion candidates who have attained at least seventy five percent (75%) of the TIG requirements under this regulation. All requests for waivers of TIG shall comply with same process as is set forth in subpart (a) of this section and shall include a specific statement setting forth why the granting of such a waiver would promote the best interests of the VDF.
- c. For purposes of waivers of TIG, staff positions are not considered "troop leadership" positions.

## **Section II: Policy**

### **1-7. Commander's Intent.**

- a. Promotions at all levels in the VDF are based on two over-arching standards: superior performance of assigned duties and the demonstrated potential for service at the next highest grade.
- b. A "best qualified" standard will be used for promotion consideration. The fact that a VDF member may be "fully qualified" administratively (*e.g.*, sufficient TIG, required training, *etc.*), does not mean that the member must be promoted to the next highest grade.
- c. Promotion boards will give appropriate weight to the service of VDF members in troop leadership positions (squad leader, platoon sergeant, platoon leader, company commander, *etc.*) in the promotion selection process.
- d. Minimum drill attendance standard for promotions is 83% (10 of the last 12 scheduled drills), of which not more than two (02) drills shall be in the form of alternative training in lieu of drill attendance. Standards and guidance for approved alternative drill activities shall be developed and published by the Assistant Chief of Staff, G-3, and when published shall become a part of this regulation.

## Chapter 2: Officer Promotions.

### 2-1. General.

- a. All officers who are eligible for promotion IAW the criteria of Table 2 will be considered for Cadre vacancies under the promotion authority's command. MEL requirements are included in that Table.
- b. Minimum education level required for all officers is a baccalaureate degree. Officers who received their commission in the VDF through the BOQC with the minimum 90 semester hours of credit are required to have a baccalaureate degree before being eligible for promotion to Captain (0-3).

TABLE 2

| <u>FROM</u> | <u>TO</u> | <u>TIG</u>           | <u>MEL</u>              | <u>PROMOTION<br/>AUTHORITY</u> |
|-------------|-----------|----------------------|-------------------------|--------------------------------|
| 2LT         | 1LT       | 2 years <sup>W</sup> | ISC 100,700,200,800,317 | Brigade                        |
| 1LT         | CPT       | 2 years <sup>W</sup> | CLC                     | Brigade                        |

Candidates for promotion to the ranks of CPT and above must have completed all FEMA Professional Development Series courses in effect as of the date when the application for promotion is received by the promotion authority.

|     |     |                      |                  |          |
|-----|-----|----------------------|------------------|----------|
| CPT | MAJ | 3 years <sup>X</sup> | OSC <sup>3</sup> | Division |
| MAJ | LTC | 3 years <sup>Y</sup> | ALC, ISC 300     | Division |
| LTC | COL | 3 years <sup>Z</sup> | ALC, ISC 400     | Division |

Approval authority for promotion to BG is the Adjutant General of Virginia. Nominating authority is the Commanding General.

<sup>W</sup> waiverable to 1 year with 12 months satisfactory service in grade in a troop leadership position.

<sup>X</sup> waiverable to 2 years with 12 months satisfactory service as a company commander or equivalent troop leadership position.

<sup>Y</sup> waiverable to 2 years with 12 months satisfactory service as a BN X-O, or BN S-3.

<sup>Z</sup> waiverable to 2 years with 12 months satisfactory service as a BN CDR, BDE X-O, or BDE S-3.

## Chapter 3: Warrant Officer Promotions

### 3-1. General.

- a. All warrant officers eligible for promotion IAW the criteria of Table 3 will be considered for Cadre vacancies under the promotion authority's command.
- b. Minimum education level required for all warrant officers for promotion consideration to ranks above CW2 is an associate's degree.

TABLE 3

| <u>FROM</u>  | <u>TO</u> | <u>TIG</u> | <u>MEL</u> | <u>PROMOTION<br/>AUTHORITY</u> |
|--|-----------|------------|------------|--------------------------------|
| WO1  | CW2       | 2 years    |            | Brigade                        |
| MEL: ISC 100, 700, 200, 800, 317<br>VDF Orientation Course<br>Level IIA (Emergency Services Qualification)<br>Candidate scores GO on the following skills:<br>Individual drill: FM 3-21.5<br>General and Special Orders: FM 22-6<br>Military customs and courtesies: FM 3-21.13, FM 3-21.5<br>Chain of Command/rank insignia<br>Hand-held radio operations and protocol: VDF SOI |           |            |            |                                |

Candidates for promotion to the ranks of CW2 and above must have completed all FEMA Professional Development Series courses in effect as of the date when the application for promotion is received by the promotion authority.

|     |     |         |                  |          |
|-----|-----|---------|------------------|----------|
| CW2 | CW3 | 3 years | CLC              | Division |
| CW3 | CW4 | 5 years | OSC <sup>3</sup> | Division |
| CW4 | CW5 | 5 years | ALC              | Division |

## Chapter 4: Enlisted Promotions

### 4-1. General.

All enlisted personnel eligible for promotion IAW the following criteria will be considered for Cadre vacancies under the promotion authority's command. To be considered for promotion, an individual must be in a "promotable billet".

For promotion from E-1 to E-2:

Minimum of 4 months TIG and 4 months TIS.

Successful completion of VDF Orientation and IIA course.

MUTA and mission participation is important and will be carefully assessed.

GO on close order dismounted drill. FM 3-21.5.

GO on General and Special Orders. FM 22-6.

GO on military customs and courtesies. FM 3-21.13, FM 3-21.5.

GO on Chain of Command/rank insignia.

Promotion authority: Company commander.

From E-2 to E-3

Min 6 months TIG and 10 months TIS.

Completion of E-2 promotion requirements.

MUTA and mission participation is important and will be carefully assessed.

GO on demonstrated ability to operate hand held radios (VDF SOI)

Promotion authority: Company commander.

From E-3 to E-4

Min 6 months TIG and 18 months TIS.

Completion of all E-2 and E-3 promotion requirements.

Attendance at one MUTA ("FTX") assembly in each year since enlistment.

Completion of Non-commissioned Officer Leadership Development course.

Conducted 1 1hr block of platoon level (or equivalent) training instruction of a course set by individual's 1SG or co commander.

Promotion authority: Company commander.

From E-4 to E-5

Min 12 months TIG and 30 months TIS.

Completion of all E-2 through E-4 promotion requirements.

Successful completion of IS 100, 200, 700, 800 and 317.

MUTA and mission participation is important and will be carefully assessed.

GO on conducting squad drill. FM 3-21.5.

Maintains a military bearing and mentors subordinates.

Conducted 1hr block of company level (or equivalent) training instruction of a course set by individual's 1SG or co commander (in addition to the training instruction requirements for promotion from E-3 to E-4).

Promotion authority: Battalion commander.

From E-5 to E-6

Min 18 months TIG and 48 months TIS.

(TIG is waiverable to 12 months with 6 months satisfactory service in grade in a troop leadership position)

Completion of all E-2 thru E-5 promotion requirements.

MUTA and mission participation is important and will be carefully assessed.

GO on conducting platoon drill (min 3 squads). FM 3-21.5.

Familiar with Company level admin (e.g., MR, 3R, enlistment pkg, 600-10).

Sets an example in military bearing and in mentoring of subordinates.

Ability to conduct Company level training in the classroom and field.

Promotion authority: Brigade commander.

#### From E-6 to E-7

Min 18 months TIG and 72 months TIS.

(TIG is waivable to 12 months with 6 months satisfactory service in grade in a troop leadership position)

MUTA and mission participation is important and will be carefully assessed.

Completion of all E-2 thru E-6 promotion requirements.

GO on conducting company drill. FM 3-21.5.

Demonstrated ability to conduct Company drill and ceremony.

Ability to perform and instruct on company level administration.

Successful completion of VDF CLC and OSC<sup>3</sup>.

Outstanding military bearing and mentoring of subordinates.

Promotion authority: Brigade commander.

Candidates for promotion to the ranks of SFC and above must have completed all FEMA Professional Development Series courses in effect as of the date when the application for promotion is received by the promotion authority.

#### From E-7 to E-8

Min 24 months TIG and 96 months TIS.

(TIG is waivable to 18 months with 6 months satisfactory service in grade in a troop leadership position)

Completion of all E-2 thru E-7 promotion requirements.

MUTA and mission participation is important and will be carefully assessed.

Successful completion of VDF ALC.

Habitually superior performance, leadership and attitude.

Promotion authority: Division

#### From E-8 to E-9

Min 24 months TIG and 120 months TIS.

Completion of all E-2 thru E-8 promotion requirements.

MUTA and mission participation is important and will be carefully assessed.

Completion of FEMA ISC 300.

Habitually superior performance, leadership and attitude.

Promotion authority: Division

### **Chapter 5: Promotion Boards**

#### **5-1. General.**

a. Separate Officer and Enlisted Promotion/Screening Boards will be established at Battalion, Brigade and Division levels by orders published at such levels and will consider and make recommendations upon promotion applications coming within its purview. Reports of the actions of the board will be in writing on a form promulgated by the Assistant Chief of Staff, G-1, and shall be signed by each member of the board who considers the application. Division's Boards shall act upon all recommendations for promotions of personnel in HHC GW, and on all applications for promotion IAW with the authorities set forth in Chapters 2 thru 4 of this regulation.

- b. Each board will consist of at least three but not more than five members. Board members will be at least one grade higher than the candidate whose promotion is being considered.
- c. All promotion packets submitted for consideration by a division level promotions board must be received by division headquarters NLT the close of business on the Tuesday prior to a scheduled division headquarters UTA drill date. Consideration of packets received after the suspense cut-off will be deferred until the next drill date.
- d. All required administrative documentation must be complete when submitted to the promotion board. Incomplete or inaccurate documentation will be returned to the submitting authority without action.
- e. Promotion Boards do not have the authority to promote.
- f. Promotion orders will be prepared and published by the promotion authority.
- g. The effective date of the promotion is that which is specified in the promotion order. Wearing of rank insignia of the higher grade prior to receipt of the promotion order by the individual being promoted is not permitted.

#### **5-2. Officer Promotion Boards.**

- a. Officer Promotion Boards will be chaired by an officer in grade of 0-5 or above. The G-1/S-1 of the command shall serve as the recorder and shall be either a voting member or non-voting member.
- b. One member of each Officer Promotion Board which considers an application for promotion of a warrant officer shall be a warrant officer in grade higher than the grade of the candidate.
- c. Officer Promotion Boards shall consider applications for promotion IAW with the authorities set forth in Chapters 2 and 3 of this regulation.

#### **5-2. Enlisted Promotion Boards.**

- a. Enlisted Promotion Boards will be chaired by the senior non-commissioned officer of the command. The command's order appointing members to serve on the board shall designate the non-commissioned officer who is to serve as the recorder and whether he/she is a voting member or non-voting member.
- b. Enlisted Promotion Boards shall consider applications for promotion IAW with the authorities set forth in Chapter 4 of this regulation.

**APPENDIX A TO VDF REG. NO. 624-1:**

**GO/NO GO: CHAIN OF COMMAND/INSIGNIA OF RANK**

Candidate: \_\_\_\_\_

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

Printed Name   Rank   Unit   Title

Signature

Soldier is able to define “chain of command”

A two way communication channel between subordinates and leaders.

Orders, policy, information and inquiry GO DOWN

Information and questions GO UP.

Keeps all informed GOING UP AND DOWN

Renders assistance, solves problems GOING UP AND DOWN

Links in the chain are not jumped, GOING UP AND DOWN.

**GO \_\_\_\_ NO GO \_\_\_\_**

Soldier knows his/her Chain Of Command and names.

Commander In Chief – Governor –

Secretary Of Public Safety –

Adjutant General –

Commander VDF –

Brigade commander –

Battalion commander –

Company commander -

Plt leader

Plt sgt

Squad ldr

Team ldr

**GO \_\_\_\_ NO GO \_\_\_\_**

Soldier names, in correct order, all ranks from PV1 to Major General, correctly describing rank insignia and proper verbal addressing of each.

**GO \_\_\_\_ NO GO \_\_\_\_**

**APPENDIX B TO VDF REG. NO. 624-1:**

**GO/NO GO: MILITARY CUSTOMS AND COURTESIES**

Candidate: \_\_\_\_\_

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

Printed Name   Rank   Unit   Title

Signature

Soldier must score **GO** on all

GO

NO GO

1. Soldier renders a hand salute correctly and smartly
2. Soldier correctly describes those entitled by grade to a salute to include officers of friendly foreign countries.
3. Soldier correctly describes occasions for rendering the salute:  
National anthems, Colors, Hail to the Chief, uncased  
Colors outdoors, pledge of Allegiance outdoors, turning  
over control of formations, rendering reports:
4. Soldier correctly describes occasions salutes are not required  
Indoors, unless reporting to an officer or on duty as a guard  
When doing so would be inappropriate or impractical.  
When the senior or subordinate are in civilian clothes.
5. Soldier correctly describes assuming the position of attention  
when talking to an officer and saluting (outdoors) when  
officer departs.
6. Soldier correctly describes assuming the position of parade rest  
when talking to an NCO that is senior
7. Soldier describes proper procedure for reporting to an officer,  
from a formation (in/outdoors), and when indoors.

References: FM 7-21.13, FM 3-21.5

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**APPENDIX C TO VDF REG. NO. 624-1:**

**GO/NO GO: GENERAL AND SPECIAL ORDERS**

Candidate: \_\_\_\_\_

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

Printed Name   Rank   Unit   Title

Signature

Soldier is to define “GENERAL ORDERS”

General Orders outline the fundamental responsibilities  
of any military guard or sentry.

GO \_\_\_\_ NO GO \_\_\_\_

SOLDIER IS ABLE TO CORRECTLY RECITE ALL GENERAL ORDERS FROM MEMORY

***General Order Number 1:***

***I will guard everything within the limits of my post  
and quit my post only when properly relieved.***

***General Order Number 2:***

***I will obey my special orders and perform all of my  
duties in a military manner.***

***General Order Number 3:***

***I will report violations of my special orders, emergencies,  
and anything not covered in my instructions, to the  
commander of the relief.***

GO \_\_\_\_ NO GO \_\_\_\_

Soldier is able to define “SPECIAL ORDERS”

Special orders supplement General Orders, and are  
realistic, detailed, and mission oriented orders that  
are carefully and specifically tailored for the specific  
guard post and situation, from the viewpoint of security.

GO \_\_\_\_ NO GO \_\_\_\_

**APPENDIX D TO VDF REG. NO. 624-1:**

**GO/NO GO: BASIC HAND HELD RADIO OPERATIONS**

Candidate: \_\_\_\_\_

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

\_\_\_\_\_

Printed Name   Rank   Unit   Title

Signature

Conditions: Soldier has received instruction on hand held radio operation and protocols. A radio communications exercise is conducted in which the soldier is a member of a company, on a post, operating on an internal hand held radio net.

Type of radio used in exercise: circle one:

VHF

FRS

Other \_\_\_\_\_

Simulation (no radio)

Soldier, unassisted, turns radio on, sets frequency, pushes to talk, transmits entire message clearly, releases PTT switch, receives reply message, and concludes transmission. (uses proper rhythm, speed, volume and pitch.) Soldier is able to simulate battery change.

**If this is a simulation with no radio mark n/a.**

**GO \_\_\_\_ NO GO \_\_\_\_**

Soldier uses proper message format and uses the following prowords in commex: call sign of station called; this is....; over, say again, roger, out.

**GO \_\_\_\_ NO GO \_\_\_\_**

Soldier uses in commex or explains prowords: "Disregard this transmission", "minimize", "correct", "correction", "WILCO", "MAYDAY MAYDAY MAYDAY", "PAN PAN PAN".

**GO \_\_\_\_ NO GO \_\_\_\_**

Soldier is able to recite from memory phonetic alphabet.

**GO \_\_\_\_ NO GO \_\_\_\_**

**APPENDIX E TO VDF REG. NO. 624-1:**

**GO/NO GO: CLOSE ORDER DISMOUNTED DRILL**

Candidate: \_\_\_\_\_

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Trainer: \_\_\_\_\_

Printed Name   Rank   Unit   Title

Signature \_\_\_\_\_

Circle one:      Individual Drill   Conduct:   squad drill   platoon drill   company drill

SOLDIER MUST SCORE **GO** ON **ALL** MOVEMENTS

|                                   | GO    | NO GO |
|-----------------------------------|-------|-------|
| Fall In                           | _____ | _____ |
| Dress Right, Dress                | _____ | _____ |
| Ready, Front                      | _____ | _____ |
| Present, Arms                     | _____ | _____ |
| Order, Arms                       | _____ | _____ |
| About, Face                       | _____ | _____ |
| About, Face                       | _____ | _____ |
| Parade, Rest                      | _____ | _____ |
| Stand At Ease                     | _____ | _____ |
| At Ease                           | _____ | _____ |
| Sqd/Plt/Co, Attention             | _____ | _____ |
| Left Step, March                  | _____ | _____ |
| Sqd/Plt/Co, Halt                  | _____ | _____ |
| Right Step March                  | _____ | _____ |
| Sqd/Plt/Co, Halt                  | _____ | _____ |
| Right, Face                       | _____ | _____ |
| Cover            (individual N/A) | _____ | _____ |
| Recover        (individual N/A)   | _____ | _____ |
| Forward, March                    | _____ | _____ |
| Left Flank, March                 | _____ | _____ |
| Right Flank, March                | _____ | _____ |
| Rear, March                       | _____ | _____ |
| Rear, March                       | _____ | _____ |
| Column Right, March               | _____ | _____ |
| Column Left, March                | _____ | _____ |
| Mark Time, March                  | _____ | _____ |
| Forward, March                    | _____ | _____ |
| Sqd/Plt/Co, Halt                  | _____ | _____ |
| Left, Face                        | _____ | _____ |
| Fall Out                          | _____ | _____ |

**APPENDIX X TO VDF REG. NO. 624-1:**

COMMANDER'S CERTIFICATION OF PROMOTION ELIGIBILITY/PROMOTION SCREENING REPORT

Name: \_\_\_\_\_ Unit: \_\_\_\_\_ Rank to be promoted: \_\_\_\_\_

Required Time in Grade for promotion, per current regulations: \_\_\_\_\_  
Candidate's actual Time in Grade \_\_\_\_\_  
Required Time in Service for promotion, per current regulations: \_\_\_\_\_  
Candidate's actual Time in Service \_\_\_\_\_  
Waiver required? \_\_\_\_\_ YES/NO  
Is the candidate in a promotable billet? \_\_\_\_\_ YES/NO

**Training Education Requirements**

|   | Date Completed |
|---|----------------|
| VDF Orientation Course (PV2 – COL)  | _____          |
| Level IIA (Emergency Services Qualification) (PV2 – COL)                      | _____          |
| NCO Leadership Development Course (CPL - SGM)                                 | _____          |
| Company Leaders Course (SFC-CSM, CW2-CW5, MAJ-COL)                            | _____          |
| OSC <sup>3</sup> Course (SFC-CSM, CW2-CW5, MAJ-COL)                           | _____          |
| Advanced Leadership Course (MSG-SGM, CW4-CW5, MAJ-COL)                        | _____          |
| IS 100, IS 200, IS700, IS 800 (SGT-SGM, CW2-CW5, 1LT-COL)                     | _____          |
| IS 317 (SGT – CSM, CW2-CW5, 1LT-COL)  | _____          |
| Certificate of completion of all FEMA PDS courses (SFC-SGM, CW2-CW5, CPT-COL) | _____          |
| IS 300 (SGM, LTC)   | _____          |
| IS 400 (COL)  | _____          |

**Skill Requirements**

|   |       |
|---|-------|
| GO-individual drill (PV2-SGM, CW2-CW5)                        | _____ |
| GO-General and special orders (PV2-SGM, CW2-CW5)              | _____ |
| GO-military customs and courtesies (PV2-SGM, CW2-CW5)         | _____ |
| GO-Chain of Command & insignia of rank (PV2-SGM, CW2-CW5)     | _____ |
| GO-hand-held radio operations and protocol (PFC-SGM, CW2-CW5) | _____ |
| GO- conduct squad drill (SGT)                                 | _____ |
| GO-conduct platoon drill (SSG)                                | _____ |
| GO-conduct company drill & ceremony (SFC)                     | _____ |

**Document Check List:**

|                                    |       |
|------------------------------------|-------|
| VDF Form 3-R                       | _____ |
| CDR's Recommendation               | _____ |
| CSM's Recommendation               | _____ |
| VDF Screening Board Recommendation | _____ |
| VDF Personnel Evaluation           | _____ |

**Drill Attendance:**

|  |       |
|--|-------|
| Drill Attendance percentage of last 12 scheduled drills:                           | _____ |
| Number of non-drill alternative training credits included in such 12 month period: | _____ |

\_\_\_\_\_  
Commander's signature

\_\_\_\_\_  
Date